

# The Willows

Greatbatch Avenue, Penkhull, Stoke-on-Trent ST4 7JY



## Primary School

Explore - Dream - Discover

Web: [www.willowsprimary.com](http://www.willowsprimary.com)

Email: [office@willowsprimary.com](mailto:office@willowsprimary.com)

Tel: (01782) 233280 Fax: (01782) 233282

Head Teacher: Mrs S Thursfield

Deputy Head: Mrs C Beltran

Assistant Head: Mrs A Ball

### Attendance Newsletter – Summer 2025

#### Our School Attendance target is 97%



#### Welcome

Dear Parents, Students, and Staff,

Welcome to the Summer edition of our Attendance Newsletter! I would like to take this opportunity to thank all of the members of our school community for their ongoing commitment towards having children in school as much as possible. Currently we have an average attendance of 96.1% and this means we are in the top 20% of Primary Schools in England. This is a fantastic achievement that gives our pupils increased opportunities. We hope the beneficial effects of great attendance will continue throughout their schooling and beyond. Work continues over this term and throughout next year as our target of 97% across school is within our grasp!

#### Why Attendance Matters

Did you know that students who attend school regularly are more likely to succeed academically? Consistent attendance helps students stay on track with their learning, build stronger relationships with peers and teachers, and develop important life skills such as responsibility and time management.

#### To Report Absence

Please inform the School Office before 9.30am by either;

- Calling 01782 233280, Option 1 to leave a message
- Message the Office via Class Dojo. **Please don't only message the teacher in case they aren't able to pass the message to us**
- Email [attendance@willowsprimary.com](mailto:attendance@willowsprimary.com)

Remember that children do not always have to miss school if they are unwell. There is advice on <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> and often we are able to support children in school when they only have minor childhood illness. Parents can send medicine from home and of course we are happy to get in touch if a child becomes unwell during the day. Some children may



# The Willows

Greatbatch Avenue, Penkhull, Stoke-on-Trent ST4 7JY



## Primary School

Explore - Dream - Discover

Web: [www.willowsprimary.com](http://www.willowsprimary.com)

Email: [office@willowsprimary.com](mailto:office@willowsprimary.com)

Tel: (01782) 233280 Fax: (01782) 233282

Head Teacher: Mrs S Thursfield

Deputy Head: Mrs C Beltran

Assistant Head: Mrs A Ball

have more complex or long-term conditions and we are happy to meet and discuss how best to accommodate these in school to allow them to access as much of their education as possible.

### Important Dates

- **Monday 26<sup>th</sup> May – Friday 30<sup>th</sup> May 2025:** Half Term
- **Monday 2<sup>nd</sup> June 2025:** In-service Training - **School Closed to Pupils**
- **Tuesday 3<sup>rd</sup> June 2025 :** School Re-opens to Pupils
- **Friday 18<sup>th</sup> July 2025 3pm :** School closes for the Summer Holidays

### Holiday absences

As you will be aware this year has seen the introduction of stronger guidance from the Department for Education regarding unauthorised term time leave. It is never a nice task making referrals for Penalty Notices and we are very conscious of the financial impact that they may have on our families. We would always advise to consider if the absence can be avoided and make any applications for leave with as much notice as possible. Penalty Notices are used when there are 10 unauthorised missed sessions within a 10 week period – as we approach the Summer break I must bring your attention to the fact that this 10 week period can also cover different school years. If there are unauthorised absences in this Summer term and further absence in Autumn then we would still need to refer for a Penalty Notice. We don't want anyone to be caught out by the guidance so please do contact me in the school office if you need any clarity over the rules.

### Working Together

We will continue working with families to keep you updated on your child's attendance by sending out letters at key points and you may be invited into school to discuss ways we can help support attendance – we have regular attendance clinics with myself and Mrs Clarkson, our Education Welfare Officer from Stoke-on-Trent City Council, who has a wealth of experience supporting children and families.

My role is to help support families as much as possible in order to close gaps and remove barriers to attendance and I am always approachable if you need help. If you have any questions or have any concerns about attendance, please drop into the School Office or email me at [arudge@willowsprimary.com](mailto:arudge@willowsprimary.com).

Kind Regards

Mrs Rudge

